

Job Opportunity Bulletin

Post Date: **APRIL 14, 2015**

GENERAL AUDITOR II

Salary: \$3,918-\$5,151

Permanent, Full-Time

Will also consider Auditor I or General Auditor III

FINAL FILING DATE: **"UNTIL FILLED"**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: 473-182-4287-722

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened
and only the most qualified will
be interviewed.

CONTACT INFORMATION

Name: Linda Newson

Number: (916) 322-9018

Email: linda.newson@dds.ca.gov

The Department of Developmental Services (DDS) Audit Branch is a hard-working, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who will display a high level of professionalism and innovation while seeking to develop within the Branch.

The Audit Branch performs audits of the regional centers and vendors to ensure state and federal funds are properly accounted for. The General Auditor II conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for State and Federal funds. The General Auditor II is also responsible for determining regional centers' compliance with Federal and State requirements. **This position requires travel, including potential overnight assignments.**

Desirable Knowledge and Abilities:

- To apply general accounting and auditing principles and procedures.
- Auditing practices and procedures in auditing governmental jurisdictions, governmental accounting and budgeting.
- Governmental Auditing Standards – Yellow book, State Administrative Manual and Generally Accepted Governmental Auditing Standards (GAGAS).
- Departments Equal Employment Opportunity (EEO) objectives and process
- Knowledge in professional accounting; auditing and/or business law

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) and a resume. **All applicants will be considered however, SROA/Surplus will be given priority.**

Please include the **basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification).** Please indicate which position you are applying position # **473-182-4287-722** in the '**Job Title**' section of your application. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (11/2013)

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| CLASSIFICATION General Auditor II | DIVISION/BRANCH Administration/Audit Branch |
| EMPLOYEE NAME | SECTION/UNIT Regional Center Audit Section |
| POSITION NUMBER 473-182-4287-722 | EFFECTIVE DATE |

SUMMARY:

Under supervision, conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for, State and Federal funds and performs other work as required. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

EXAMPLES OF DUTIES:

- 50% Assists with on-site audits involving complex compliance and management aspects of programs for the developmentally disabled. Independently conducts less difficult audits. Makes recommendations to the supervisor and/or lead auditor on issues involving major problems requiring policy decision or legal interpretations. Prepares written audit reports that is consistent with the Department of Developmental Services' (DDS) laws, regulations and policies and procedures. The auditor must have knowledge of Title 17 Regulations and the Welfare and Institutions Code. Assist other auditors in the evaluation and analysis of audit issues. Assist in the preparation of audit work papers and ensure procedures are properly followed.
- 20% Works on special projects and participates in resolution of issues relative to regional centers and vendors. Consult with staff within the Department, regional centers, vendors, and other agencies to gather information related to resolving audit related issues. Research and analyze regulations, government codes, contracts and other pertinent documents to support audit issues.
- 15% Participates in the entrance and exit conferences with the auditee, DDS program managers, regional center officials and other appropriate parties. Discuss areas of concern identified during the audit. May present audit findings requested and gives testimony at appeal hearings as needed.
- 10% Ensure work papers are properly indexed and referenced and that audit documentation is in sufficient detail to enable an experienced auditor, having no previous connection to the audit, to understand from the nature, timing, extent and results of the audit procedures performed.

SUPERVISION RECEIVED:

Reports directly to the Supervising Governmental Auditor I in the Administration Division, Audit Branch. As a member of a team, may report to a lead auditor regarding the day-to-day progress of work.

TYPICAL PHYSICAL DEMANDS:

Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a laptop computer, to and from the audit work site. Travel and stay overnight near Auditee's office from Monday through Friday, returning to Sacramento on weekends. Travel will be throughout the State of California and transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs.

DUTY STATEMENT

DS 3022 (11/2013)

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| CLASSIFICATION Auditor | DIVISION/BRANCH Administration/Audit Branch |
| EMPLOYEE NAME | SECTION/UNIT Regional Center Audit Section |
| POSITION NUMBER 473-182-4175-722 | EFFECTIVE DATE |

SUMMARY:

Under supervision, performs the less difficult technical work for audits of fiscal accounts and records of regional centers and vendors that expend, or are accountable for, State and Federal funds. Performs the necessary audit work as is directed by either a lead and/or audit manager. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

EXAMPLES OF DUTIES:

- 50% Assists with on-site audits involving complex compliance and fiscal management of programs for the developmentally disabled. Follows DDS audit plan for particular sections to be audited. Prepares write-up of audit work papers, to include the preparation of point sheets, lead sheets and schedules to support and document work completed. Clearly analyzes, explains and documents, issues of concern and non-compliance. Makes recommendations for the Auditee to implement that will sufficiently correct the issue identified. The auditor must have a basic knowledge of Title 17 Regulations and the Welfare and Institution Code.
- 25% Participate in resolution of issues relative to regional centers and vendors. Consult with program and fiscal staff within DDS, regional center, vendor, and other agencies to gather information to support and/or resolve audit related issues. Research and analyze laws, regulations, and contracts related to the areas assigned for audit.
- 15% Participates in the entrance and exit conferences with the Auditee. Provides input, as needed, to inform DDS program managers, regional center officials, and other parties of issues and concerns identified during the audit. Gives testimony during appeal hearings to support and defend work completed.
- 10% Ensure work papers are properly indexed and referenced and that audit documentation is in sufficient detail to enable an experienced auditor, having no previous connection to the audit, to understand from the nature, timing, extent and results of the audit procedures performed.

SUPERVISION RECEIVED:

Reports directly to the Supervising Governmental Auditor I in the Administration Division, Audit Branch. As a member of a team, may report to a lead auditor regarding the day-to-day progress of work.

SUPERVISION EXERCISED:

None.

TYPICAL PHYSICAL DEMANDS:

Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a laptop computer, to and from the audit work site. Travel and stay overnight near Auditee's office from Monday through Friday, returning to Sacramento on weekends. Travel will be throughout the State of California and transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs.

DUTY STATEMENT

DS 3022 (11/2013)

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| CLASSIFICATION General Auditor III | DIVISION/BRANCH Administration/Audit Branch |
| EMPLOYEE NAME | SECTION/UNIT Regional Center Audit Section |
| POSITION NUMBER 473-182-4285-XXX | EFFECTIVE DATE |

SUMMARY:

Conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for, State and Federal funds and performs other work as required. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

EXAMPLES OF DUTIES:

- 50% Acts as a lead person over a team of auditors. Follows DDS audit plan for particular sections to be audited. Prepares write-up of audit work papers, to include the preparation of point sheets, lead sheets and schedules to support and document work completed. Clearly analyzes, explains and documents, issues of concern and non-compliance. Makes recommendations for the Auditee to implement that will sufficiently correct the issue identified. The auditor must have a basic knowledge of Title 17 Regulations and the Welfare and Institution Code.
- 25% Participate in resolution of issues relative to regional centers and vendors. Consult with program and fiscal staff within DDS, regional center, vendor, and other agencies to gather information to support and/or resolve audit related issues. Research and analyze laws, regulations, and contracts related to the areas assigned for audit.
- 15% Participates in the entrance and exit conferences with the Auditee. Provides input, as needed, to inform DDS program managers, regional center officials, and other parties of issues and concerns identified during the audit. Gives testimony during appeal hearings to support and defend work completed.
- 10% Ensure work papers are properly indexed and referenced and that audit documentation is in sufficient detail to enable an experienced auditor, having no previous connection to the audit, to understand from the nature, timing, extent and results of the audit procedures performed.

SUPERVISION RECEIVED:

Reports directly to the Supervising Governmental Auditor I in the Administration Division, Audit Branch. As a member of a team, may report to a lead auditor regarding the day-to-day progress of work. Travel and stay overnight near Auditee's office from Monday through Friday, returning to Sacramento on weekends. Travel will be throughout the State of California and transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs.

SUPERVISION EXERCISED:

None

TYPICAL PHYSICAL DEMANDS:

Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a notebook computer, to and from audit work sites.